

Donor Relations Director Cover Letter

665 Mariam ViewLake Alexanderchester, CA 06906-6078

Dear Baylor Welch,

I would like to submit my application for the donor relations director opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for administrative and operational support to the executive director of annual giving and donor relations and the departments of donor relations and annual giving.

Please consider my experience and qualifications for this position:

- Independent thinker, creative, and not afraid to take initiative
- Fundraising knowledge - preference for experience with highest level potential donors and issues
- Proficiency in Microsoft Suite – particularly Word and Excel
- Innovative, creative, and independent thinker unafraid to to take initiative
- Extensive knowledge of communications, promotional and marketing principles
- Demonstrated outstanding, persuasive writing, including experience developing proposals, donor or client briefings, recognition letters, reports and related publications
- Excellent attention to detail, editing and proofreading skills
- Demonstrated experience developing communications-oriented business plans, reports focused on production progress and ROI/impact

Thank you for considering me to become a member of your team.

Sincerely,

Max Morar